

**CITY OF GALLUP**  
**APPLICATION FOR VENDOR LICENSE**  
(Pursuant to Gallup Municipal Code Sections 3-4-1 thru 3-4-22)

City Clerk's Office  
P.O. Box 1270  
110 West Aztec Ave.  
Gallup, New Mexico 87305  
(505) 863-1254

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Date of Application \_\_\_\_\_

- A. Name of Applicant: \_\_\_\_\_
- B. Business Name (if any): \_\_\_\_\_
- C. Address: \_\_\_\_\_
- D. Telephone Number: \_\_\_\_\_
- E. New Mexico Tax Identification #: \_\_\_\_\_
- F. Affix two (2) full-face photographs of the applicant, not less than two inches (2") square nor more than three inches (3") square:
- G. A brief description of the nature, character and quality of goods, wares, or merchandise to be offered for sale:

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H. The length of time for which the right to do business is desired: \_\_\_\_\_

\_\_\_\_\_

I. Specific location, if any, in which the vendor intends to conduct business:

\_\_\_\_\_

J. Attachments:

\_\_\_\_\_ Letter from the property owner of the land where sales are to be conducted, giving permission for use of said land by the applicant.

\_\_\_\_\_ If applicable, copies of Certificate of Insurance and Certificates of Inspection issued by the New Mexico Environment Department.

K. If the applicant is employed by another, provide the name and address of the person, firm, association, organization, company or corporation:

\_\_\_\_\_

\_\_\_\_\_

L. If a motor vehicle is to be used, provide a description of the vehicle, together with the motor vehicle registration number and license number:

\_\_\_\_\_

\_\_\_\_\_

M. List any other City of Gallup Licenses or Permits issued to the applicant within five (5) years immediately preceding the date of this application:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
PRINT APPLICANT'S NAME

\_\_\_\_\_  
APPLICANT'S SIGNATURE

## **LICENSE FEES:**

Civic, Charitable, Educational Vendor (\$25.00 per day)  
Commercial Vendor (\$100.00 per day)  
Mobile Nonpermanent Vendor (\$100.00 per 14-day license)  
Temporary Business Vendor (\$100.00 per day)  
Prepared Food Vendor (\$25.00 per day, per vehicle)  
Produce Vendor (\$25.00 per day)  
Pushcarts (\$100.00 for each 24-hour period, per cart)  
Fixed Permanent License Business (\$100.00 per year)

**CIVIC, CHARITABLE, EDUCATIONAL VENDOR:** Any person engages in the act of selling or taking orders for or offering to sell or take orders for any goods, wares or merchandize, going from house to house, or from place to place, or from a semi-permanent fixed location located on private property within the city without a permanent structure within which to conduct business. The primary purpose of such temporary vending shall be to raise funds for local (McKinley County) civic, charitable, and educational organizations whose principal function fulfills those aims, rather than to generate commercial profit. All civic, charitable, or educational vendors shall be limited to not more than two (2) licenses per year. Each license shall be valid for a maximum of fourteen (14) calendars days per license.

**COMMERCIAL VENDOR:** Any person engaged in the act of selling or taking orders for or offering to sell or take orders for goods, wares, or merchandise, from a semi-permanent fixed location located on private property without a permanent structure within which to conduct business. All commercial vendors shall be limited to not more than two (2) licenses per year. Each license shall be valid for a maximum of fourteen (14) calendar days per license.

**MOBILE NON-PERMANENT VENDOR:** Any person who goes from house to house or from place to place within the city soliciting, selling, or taking orders for or offering to sell or take orders for any merchandise, services, photographs, newspapers, magazines or subscriptions or a person engaged in such sales, without a permanent structure within which to conduct business. Each license shall be valid for a maximum of fourteen (14) calendar days per license.

**TEMPORARY BUSINESS VENDOR:** Any vendor conducting a temporary business in a permanent structure for a specific time not to exceed sixty (60) calendar days.

**PREPARED FOOD VENDOR:** Any person who holds a valid food handler's certificate and who goes from place to place selling prepared or precooked food for human consumption from a vehicle, pushcart or portable container.

**PRODUCE VENDOR:** Any person engaged in the act of selling or taking orders for or offering to sell or take orders for fruits, vegetables, farm products or provisions from a semi-permanent location located on private property without a permanent structure within which to conduct business. All produce vendors shall be limited to not more than two (2) licenses per year. Each license shall be valid for a maximum of ninety (90) calendar days per license at a single location. Changes of location to qualify for new licenses shall be a minimum distance of three hundred feet (300').

**PUSHCART:** Any wheeled vehicle approved by the department of licensing in accordance with this chapter designed for carrying property and for being pushed by a person without the assistance of a motor or motor vehicle. See §3-4-18-E "Prohibited Conduct."

**FIXED PERMANENT LICENSED BUSINESS:** Vendors who have a fixed permanent licensed business in the city that also work out of such duly permitted and properly zoned permanent location.